

GUIDELINES FOR VISITORS

PLEASE BE AWARE THAT THERE IS A STUN FENCE IN OPERATION. DO NOT TOUCH!! CONTACT WITH THE FENCE MAY RESULT IN PHYSICAL INJURY AND PAIN.

VISITATION: Each complex visits on separate days on a rotating basis excluding parole board days (please see schedule). Registration starts ½ hour before the start of visitation. Visits are at 9:00 a.m., 11:00 a.m. and 1:00 p.m. If you are not here by 1:00 p.m., you will be unable to visit. We try to accommodate two (2) hour visitation. There will be **no more than three (3) persons per visit**; excluding babies in arms (Once a child starts to walk they are counted as one of the three). Everyone including newborn babies must be on the approved visitation list.

IDENTIFICATION REQUIRED: Everyone sixteen (16) years or older must show a picture I.D. Visitors under eighteen (18) must be accompanied by their parent or legal guardian at all times while on the institutional grounds. Visitors shall wear clothing that reflects the acceptable standards of the Westville Correctional Facility that shall pose no threat to security, custody, or the maintenance of order at this institution. ALL visitors are subject to being searched. No items may be brought into the institution to the offenders or taken out of the institution for the offenders. Visitors will be provided a copy of statute IC 45-44-3-9, addressing trafficking with offenders and this statute will be posted in the visiting rooms.

Embracing is allowed at the beginning and the end of the visit. Holding hands during the visit is permissible.

Visitors enter the visiting areas at their own risk. The superintendent of this institution or his designee reserves the right to refuse privileges to anyone he deems not eligible or those who have created a breach of the institutional policy, especially passing of any item between the offender and the visitor. Such items shall be considered contraband.

Registration starts ½ hour before the beginning of visitation. **Your name must be on the approved visitation list. This includes children. NO EXCEPTIONS!!**

You are allowed to bring up to \$20.00 **in change** per adult visitor for the vending machines.

DRESS GUIDELINES FOR VISITORS

Female Visitors:

1. Under garments must be worn. This includes a slip if you wear a skirt or dress.
 2. Shoes must be worn, with the exception of infants in arms.
 3. Shorts, stretch pants*, halter tops, Crop tops or short shirts and sheer clothing are not permitted.
Clothing can be no shorter than two (2) inches above the knee. No camouflage clothing will be permitted.
 4. All jewelry, except wedding bands and medical I.D.'s, must be removed.
 5. No headgear shall be worn while visiting except as part of a religious practice.
 6. No coats or heavy sweaters will be permitted to be worn inside the visiting room.
 7. FOR BABIES ONLY – one (1) bottle or pacifier and one diaper.
- *Anything with a stirrup on the leg or spandex pants is classified as "stretch pants".**

MALE VISITORS:

1. Shoes, shirts, and undergarments must be worn.
2. Shorts, Muscle shirts and camouflage clothing are not permitted to be worn while visiting.
3. No head attire shall be worn during visiting except as part of a religious practice
4. All jewelry, except wedding bands and medical I.D.'s, must be removed.
5. No coats or heavy sweaters will be permitted to be worn inside the visiting room.

SPECIAL VISITS: An offender is allowed 1 (one) special visit every 6 (six) months. A special visit allows the visitor 4 hours of visitation on the day of the visit. This must be requested **by the offender** at least 2 weeks in advance. The visitor must be travelling at least 200 miles one way to qualify. If the visitor is travelling over 500 miles one way, the offender may request a 2 day special visit. This can be used only on the days that the offender's complex is scheduled for visitation.

NO-CONTACT VISITS: If the offender is on Segregation or Protective Custody, he will automatically be on No-Contact visitation status. If the offender is involved in certain types of misconduct (See Policy 02-01-102), he may be placed on No-Contact visiting status. If he is put on No-Contact visits, he is allowed 1 visit per month, one hour in duration with a maximum of 2 persons. These visits must be requested **by the offender and not his visitors, at least 2 weeks in advance**. He must submit a request to the Classification Dept. including the following information, the visitor's name(s), the date and time of

the visit. Available times are 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m. and 2:00 p.m. These are good only for the day and time approved, as we are very limited on space for these visits.